

## **MAINTENANCE SUPERVISOR**

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### **DEFINITION**

To supervise and direct a work crew in the maintenance of City landscaping and streets; and to perform skilled maintenance and operate a variety of tools and equipment.

### **EQUIPMENT, METHODS AND GUIDELINES**

Use of Federal, State and Local codes, policies, procedures and practices; various maintenance tools.  
Uses City vehicles, telephones, PC terminal, software, and resource manuals.

### **WORKING CONDITIONS**

Predominantly inside work with periodic exposure to job site maintenance and construction work.  
May be required to work outside of normal business hours.

### **PHYSICAL DEMANDS**

The work emphasizes speech, hearing and vision. Inspection work involves standing, stooping, reaching, and lifting. May also involve heavy lifting in field situations.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Maintenance Superintendent. Exercises a full range of supervisory authority and provides supervisory support and control of skilled and semi-skilled maintenance personnel.

### **EXAMPLE OF DUTIES**

Duties may include, but are not limited to, the following:

Supervises, organizes and directs building and landscape maintenance programs to provide efficient maintenance service within prescribed budget.

Plans, assigns, schedules, and evaluates work of personnel involved in maintenance activities such as:

- a) repair, maintenance and renovation of City buildings and facilities; and
- b) maintenance of grounds and landscape areas.

Monitors maintenance activities and inspects work while in progress and upon completion; preforms necessary coordination, including adjusting schedules and assignments.

Participates in a variety of personnel actions including selection, promotion, conflict resolution, performance evaluation, discipline, and dismissal.

Provides in-service training to maintenance personnel and recommends training design and content.

Makes written recommendations regarding which projects should be contracted and which should be performed by City staff; assists with contract negotiations and administration; and identifies, selects and schedules contractors.

Prepares budget input and monitors budget costs for assigned programs, including submitting written budgetary recommendations and anticipating future budgetary needs.

Inspects building and field conditions for safety hazards and prepares written recommendations on maintenance conditions and appropriate actions.

Designs layout of irrigation systems in accordance with landscaping requirements.

Responds to and resolves user complaints regarding building and landscape maintenance activities.

Supervises and participates in field activities during emergency situation.

Coordinates assigned maintenance activities with other City employees and outside agencies.

May participate in building and landscape maintenance activities as needed.

## **QUALIFICATIONS**

### **Knowledge of:**

Modern management, supervision and organization principles and practices; and budgetary methods and procedures. Methods, materials, tools, equipment, and techniques used in building, grounds and landscape maintenance activities. Safety principles and practices in building, grounds maintenance work and in the use of pesticides.

### **Ability to:**

Plan, organize, and direct maintenance and repair activities related to buildings, and landscape areas. Supervise, train and evaluate assigned personnel. Analyze information and prepare written reports and recommendations. Communicate effectively, orally and in writing. Establish effective working relationships with employees, contractors and the general public in coordinating activities and resolving problems.

## **EXPERIENCE AND EDUCATION**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Experience:**

Three years of increasingly responsible experience in building maintenance, landscape maintenance, construction or related field, including two years at a supervisory level.

**Education**

Completion of AA degree (equivalent of 60 semester units) in Supervision and Management. Course work in construction technology, horticulture or related technical field is desirable.

**Special Requirement**

Possession of, or ability to obtain, a Class C California driver's license and to maintain good driving record.

Possession of, or ability to obtain, certification as a Certified Pesticide Applicator in the State of California.

